



INCORPORATING THE DAREBIN COMMUNITY LEGAL CENTRE
Registration No. A0105338Y
ABN 13 421 440 211

Level 4, Fitzroy Town Hall

All correspondence to:
PO Box 297
FITZROY. VIC. 3065
(DX no. 96611)

Phone: (03) 9419 3744
Fax: (03) 9416 1124
Email: enquiries@fitzroy-legal.org.au

A Community Legal Centre

POSITION INFORMATION: OUTREACH LAWYER

Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting the most marginalised members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne. The Darebin Community Legal Centre is a program of the Fitzroy Legal Service. For further information please visit our website www.fitzroy-legal.org.au.

POSITION OUTLINE

Classification and conditions	The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies. This position is classified at Level 6 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award and is offered as a four day per week position (30.4 hours per week). All positions at Fitzroy Legal Service are subject to the continuation of external funding. Employer funded superannuation is paid in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> , and is in addition to the salary offered. The benefits of tax-effective salary packaging, plus an additional three days ex-gratia leave between Christmas and New Year's Day, are also provided.
Duration	12 month contract
Location	This position will be based at the Reservoir office and will involve travel to outreach locations and the Fitzroy office.
Responsible to	Principal Lawyer Legal Practice
Direct Report/s	Nil
How to apply	Candidates are requested to email the following as <u>one</u> PDF document: <ul style="list-style-type: none">• A covering letter, no longer than one page;• Responses to the Key Selection Criteria; and• A resume which includes details of education, work and volunteer experience. Applications should be addressed to Claudia Fatone, Chief Executive Officer, and emailed no later than 5pm Friday 2 August 2019 to cfatone@fitzroy-legal.org.au . Enquiries can be directed to Claudia Fatone on 0403 234 156.

POSITION OBJECTIVE

The purpose of the Outreach Lawyer is to create strong connections with the Darebin community, providing legal advice, casework and community legal education for community members, engaging in community development activities in partnership with local agencies, and providing secondary consults and training for community workers.

KEY DUTIES AND RESPONSIBILITIES

Advice, Casework and Advocacy

- Provide legal information, advice, casework, advocacy and referral services for clients, across a range of legal areas including summary crime, tenancy, VOCAT, family violence, infringements, and civil debts.
- Co-ordinate and provide legal services via health justice, education and local government outreaches;
- As appropriate, apply for legal aid through ATLAS;
- Where eligible, brief barristers to appear on behalf of clients; and
- Develop links with relevant support agencies to provide holistic assistance to clients with complex legal and non-legal needs.

Community Legal Education, Community Development and Law Reform

- Develop and participate in community legal education programs;
- Liaise with relevant stakeholders to facilitate community engagement, outreaches and client referrals – eg. Your Community Health, City of Darebin, local schools, Mind Australia, AMES Australia, and Baptcare;
- Provide secondary consultations and professional training to community workers and agencies in relation to the legal rights and responsibilities of their clients;
- Assist in the research, planning and delivery of law reform activities; and
- Engage in strategic advocacy.

Reporting & accountability

- Assist with collection of data and preparation of reports and other accountability documentation as required; and
- Ensure compliance with relevant professional and ethical standards relating to legal practice, including the *Legal Profession Act 2004* and the National Risk Management Guide of the National Association of Community Legal Centres.

General

- Support the achievement of the FLS Vision, Values and Behaviours, adhering to organisational policies and procedures;
- Supervise legal and non legal volunteers;
- Represent FLS at relevant forums, working groups, networks, events and conferences, as required;
- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development as required;
- Involvement in fundraising and other events as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

KEY SELECTION CRITERIA

Qualifications

To be admitted or eligible for admission to practise as an Australian Legal Practitioner.

Essential (Skills, knowledge, experience)

- Demonstrated understanding of and commitment to social justice and the philosophy of Fitzroy Legal Service;
- Experience in the provision of high quality legal advice, advocacy, and casework in a range of areas including summary crime, tenancy, VOCAT, family violence, infringements, and civil debts.
- High level verbal and written communication skills;
- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in the community and legal sectors;
- Court advocacy experience;
- Demonstrated ability to work both as a member of a team and independently;

- Ability to work with other professionals to provide appropriate referrals to a range of non-legal services so as to achieve a holistic, inter-disciplinary response for clients;
- Strong organisation and computer literacy skills; and
- Good self-care and stress management skills.

Desirable

- Experience in a similar role;
- Current Victorian Drivers' License;
- An unrestricted practicing certificate;
- Knowledge of and experience working in Community Legal Centres; and
- Experience in delivering community legal education to a range of audiences.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.